

10-28-1988

1988 - Board of Trustee Meeting Minutes

Board of Trustees, Central Washington University

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Approved December 9, 1988

MINUTES
REGULAR MEETING
BOARD OF TRUSTEES
CENTRAL WASHINGTON UNIVERSITY
OCTOBER 28, 1988
BOUILLON HALL - ROOM 143
11:00 a.m.

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The regular meeting of the Board of Trustees was called to order by Chair S. Sterling Munro at 11:00 a.m., October 28, 1988, in Room 143, Bouillon Hall, on the campus of Central Washington University in Ellensburg, Washington.

ROLL CALL

Present

Mr. S. Sterling Munro, Chair
Mrs. Susan E. Gould
Dr. Carrol Hernandez
Mr. David A. Pitts
Mr. Graham Tollefson
Mr. Harvey Vernier

Absent

Dr. R. Y. Woodhouse, Vice-Chair

Others

Dr. Donald L. Garrity, President
Dr. Robert V. Edington, Provost and Vice President for Academic Affairs
Mr. Courtney S. Jones, Vice President for Business & Financial Affairs
Dr. Donald E. Guy, Vice President for Student Affairs
Mr. Lawrence H. Lium, Vice President for University Relations and Development
Dr. Jerry L. Jones, Special Assistant to the President
Dr. Connie M. Roberts, Chair, Faculty Senate
Ms. Nancy E. Howard, Chair, Association of Administrators
Mr. Steve Feller, President, Board of Directors, Associated Students of Central Washington University
Ms. Teresa C. Kulik, Assistant Attorney General
Mrs. Gloria J. Craig, Secretary to the Board of Trustees
Dr. Robert Bennett, Chair of the Faculty Senate Budget Committee
Mr. John Holman, Director, Physical Plant
Mr. Phil Hamilton, Maintenance Superintendent, Physical Plant
Mr. Al Teeples, Campus Police Chief

APPROVAL OF MINUTES

MOTION NO. 6188: Mrs. Gould moved, seconded by Mr. Tollefson, that the minutes of the regular meeting of September 30, 1988 be approved as amended. Motion carried.

CHANGES TO THE AGENDA

None.

REPORTS**Board of Trustees**

Chair Munro reported that the Board had a retreat for planning purposes October 21 and 22 at the Issaquah Holiday Inn.

The Chair announced his intention to call an Executive Session of the Board to consider personnel matters after the conclusion of all the business at today's meeting. At the conclusion of the Executive Session, no further business will be considered and the meeting will be declared adjourned. It was further suggested that the Executive Session be concurrent with lunch if that was a timely option.

President

President Garrity called upon Courtney Jones who updated the Board on developments regarding the next meeting of the Higher Education Coordinating Board (HECB), its peer institutions list, and their recommendations to the state government.

Board members discussed with the administration various aspects of the HECB recommendations and other pertinent matters.

Provost

Provost and Vice President for Academic Affairs Robert V. Edington reviewed briefly the status of the search for a new Director of International Programs and said that approximately 75 applications were received. It is hoped that the position will be filled by January 1, 1989. The search for a Dean of the College of Letters, Arts and Sciences is beginning and it is hoped that the position will be filled sometime next summer.

Faculty Senate Chair

No report at this time.

Student Government

No report at this time.

Association of Administrators

Association Chair Nancy Howard reported that the Executive Committee of the Association has met since the last Board meeting to discuss the proposed distribution of the January 1, 1989 3% salary increase and to review a draft proposal regarding the administrative salary policy. It was determined that input from the membership was needed before recommendations were made.

Status of Reserves and Budget Changes - October 12, 1988

The Status of Reserves and Budget Changes report as of October 12, 1988 was presented by Vice President Jones. There were no questions.

Appointments, Temporary and Part-time Faculty

The following appointments of temporary and part-time faculty were reported:

Linda K. Carter, Instructor (Fall Quarter, 1988), and Assistant Professor (Winter & Spring Quarters, 1989) of Home Economics, special term appointment effective for the 1988-89 academic year only

Sharon L. Cloninger, Acting Instructor of Leisure Services, special term appointment effective fall quarter, 1988, only

Frank Crimp, Men's Golf Coach, special term appointment effective winter & spring quarters, 1989, only

Michael L. Dunbar, Head Football Coach, effective for the 1988-89 academic year only

Janice M. Fisher, Instructor of Education, special term appointment for the 1988-89 academic year only

Karen L. Gookin, Instructor of English, part-time appointment effective fall quarter, 1988, only

Lila M. Harper, Instructor of English, part-time appointment effective fall quarter, 1988, only

Carol Hassen-Fisher, Assistant Professor of Fiber Art, Housing & Interiors, special term appointment for the 1988-89 academic year only

Kenneth E. Lloyd, Professor of Psychology, part-time appointment effective fall through spring quarters, 1988-89, only

Jacqueline D. Lohman, Acting Instructor of Physical Education, special term appointment fall quarter, 1988, only

David A. Lundy, Physician Coordinator of the Paramedic Program, special term appointment for the 1988-89 academic year only

Mary Ann McCord, Assistant Women's Basketball Coach, special term appointment effective fall and winter quarters, 1988-89, only

Gary G. McGlothlen, Instructor of Law and Justice, part-time appointment effective fall quarter, 1988, only

There was no old business pending for consideration at this meeting.

Deanna D. Rengstorff, Instructor of English, part-time appointment effective fall quarter, 1988, only

Gary D. Robinson, Professor of Psychology, part-time appointment effective fall through spring quarters, 1988-89, only

Trudy M. Rodine, Assistant Professor of Education, special term appointment for the 1988-89 academic year only

Dottie L. Rogers, Acting Instructor of Physical Education, special term appointment fall quarter, 1988, only

Keith A. Satterfield, Assistant Women's Basketball Coach, special term appointment effective fall and winter quarters, 1988-89, only

Tamsin Swain, Instructor of English, part-time appointment effective fall quarter, 1988, only

Pamela M. Thomas, Acting Instructor of Dance, special term appointment fall quarter, 1988, only

R. Bruce Walker, Assistant to the Head Football Coach, special term appointment fall quarter, 1988, only

Suzanne G. Young, Acting Instructor of Physical Education, special term appointment for fall quarter, 1988, only

Reassignment

It was reported that the assignment of Dale E. Otto, Professor of Early Childhood Education, has been adjusted to allow him to work in the International English Education Program as follows: Fall Quarter, 1988, assigned one-half time to IEEP; Fall and Spring Quarters, 1988, assigned full-time to IEEP.

Appointment of Department Chair (subject to the provisions of the Faculty Code and the University's Policies Manual, Part V)

The following appointment of a Department Chair was reported, subject to the provisions of the Faculty Code and the University's Policies Manual, Part V):

Wayne A. Fairburn, Professor of Business Administration, appointed Chair of the Department of Business Administration effective September 1, 1988 through August 31, 1989 (an academic year appointment).

Administrative, Civil Service exempt appointment

The following administrative, civil service exempt appointment was reported:

John A. Bull appointed Coordinator of Senior Programs (non-credit) effective September 1, 1988 through August 31, 1989, only.

Physical Plant: A special presentation

President Garrity said that to his knowledge the Board has never received a report on the full operation of the Physical Plant Department at the University. The areas covered are many and diverse and the whole of the University depends upon the Physical Plant and its 125-member staff.

Vice President Jones introduced Mr. John Holman, Director of the Physical Plant, who presented an overview of the Physical Plant operations and explained his approach to his position and the Department. The Board was presented a handout setting forth the purpose and major objectives of the Physical Plant, and an organization chart delineating the structure. Mr. Holman said that the staff was given an opportunity to participate in the development of the statement of purpose and objectives in support of the University.

Management of the work flow was discussed as well as problems facing the Physical Plant, including that of deferred maintenance.

Mr. Phil Hamilton, Assistant Director and Maintenance Superintendent, was introduced and the deferred maintenance list was reviewed and discussed. Mr. Hamilton cited statistics pertaining to the scope of the work of the areas of the Physical Plant under his supervision, and questions from the Trustees were answered.

Mr. Al Teeples, Campus Police Chief, was introduced. Chief Teeples reviewed the activities of his unit saying that ours is a full police department, not just a security force. The department has grown from a 9-member unit in 1977 which handled 1327 cases to a 10-officer unit which processed 6106 case reports. The CWU violent crime ratio is 1:1403.4 students which makes us by far the best in the state. Chief Teeples attributed this in large part to the support from the Board and the President. The Chief and all officers conduct sessions to educate the campus community on crime prevention and are actively involved in all facets of campus life. Mr. Teeples said that when the plans for accreditation of campus police departments are finalized, we will be ready to be accredited. Discussion ensued.

Mr. Holman thanked the Board for the opportunity to acquaint them more fully with the Physical Plant Department.

COMMUNICATIONS

Chair Munro acknowledged receipt of a letter dated October 27, 1988 from Gary I. Parson, President, AFT Local 3231.

OLD BUSINESS

There was no old business pending for consideration at this meeting.

NEW BUSINESS**Leave of Absence**

MOTION NO. 6189: Mrs. Gould moved, seconded by Mr. Pitts, that James Hawkins, Professor of Drama, be granted a leave of absence without pay for winter and spring quarters, 1989, time to count toward seniority, as recommended. Motion carried.

Adoption of Resolution #88-3

This action was requested to update the titles of the positions authorized to be appointing authorities.

MOTION NO. 6190: Mr. Tollefson moved, seconded by Mrs. Gould and Mr. Pitts, that the Board adopt Resolution #88-3 naming authorized positions to be appointing authorities for Central Washington University as recommended. Motion carried. (Copy attached to these minutes.)

Adoption of Resolution #88-4

This action was requested to update the titles of the positions authorized to contract, purchase, and lease services and personalty for Central Washington University.

MOTION NO. 6191: Mr. Pitts moved, seconded by Mr. Vernier, that the Board adopt Resolution #88-4 naming authorized positions to contract, purchase, and lease services and personalty for Central Washington University as recommended. Motion carried. (Copy attached to these minutes.)

Proposed distribution of the 7.6% salary adjustment to be awarded faculty on January 1, 1989

President Garrity said that the item was brought to this meeting so a determination could be made by the Board of its general intention and follow with detailed action in December. Dr. Garrity presented the Board with a packet containing the historical overview of the salary adjustment in question. Faculty Senate Chair Connie Roberts and Dr. Robert Bennett, Chair of the Faculty Senate Budget Committee, both spoke to the issue and the recommendation of the Faculty Senate. Dr. Jerry L. Jones, Special Assistant to the President, spoke to the question of legislative intent.

Lengthy discussion ensued. President Garrity recommended that because of the complexity of the subject, the Board consider deferring action to the December meeting in order to allow more time to study the matter. Chair Munro said that he had no objection to further discussion and consideration, but he didn't think there is anything we are going to be able to do for faculty to receive pay adjustments they are due and he would still want to recognize some merit in whatever we do.

He put the question to the Board. It was the opinion of Trustee Pitts that the issue is very complex and the arguments need to be thought through. Therefore, he did not think the Board was in a position to make the decision at the present meeting. Trustees Gould, Hernandez, Tollefson and Vernier concurred.

MOTION NO. 6192: Trustee Gould moved, seconded by Trustee Pitts, that action on the proposed distribution of the 7.6% salary adjustment to be awarded faculty on January 1, 1989, be deferred to the December meeting of the Board, and that the Board of Trustees Budget Committee study the matter, meet with persons on campus as necessary, and formulate a recommendation for Board consideration at the December meeting. Motion carried.

Chair Munro asked that Mr. Tollefson, as Chair of the Board Budget Committee, coordinate the meeting and, in a continuing capacity, participate in the survey of the whole salary issue.

Proposed distribution of the 3% administrative exempt salary adjustment on January 1, 1989

Without objection, this matter was deferred to the December meeting of the Board of Trustees.

NEXT MEETING

The next regular meeting of the Board of Trustees is scheduled for December 9, 1988 on the campus of Central Washington University commencing at 11:00 a.m.

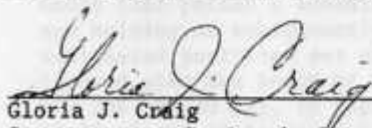
Trustee Pitts requested that at the next meeting, the Board receive a written report on the percentage of the total classes offered by the University that are taught by temporary and part-time faculty, both on- and off-campus and said that he is particularly interested in English Composition. President Garrity responded that the report will be done by discipline and by location before the next board meeting and will be included in the Report section for discussion.

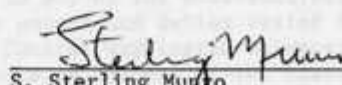
EXECUTIVE SESSION

Chair Munro called for an executive session at 1:17 p.m. to discuss a personnel matter and said that at the conclusion of the executive session, the meeting would be adjourned with no further actions to be taken.

ADJOURNMENT

The meeting was formally adjourned at 2:30 p.m.


Gloria J. Craig
Secretary to the Board of Trustees
Central Washington University


S. Sterling Munro
Chair, Board of Trustees
Central Washington University

CENTRAL WASHINGTON UNIVERSITY
STATE OF WASHINGTON
BOARD OF TRUSTEES

RESOLUTION NO. 88-3

A resolution of the Board of Trustees of Central Washington University designating certain persons as "Appointing Authority" for employment purposes and delegating the Board of Trustees' powers and duties of employment under RCW 28B.35.120 (2) to certain designated persons.

WHEREAS, RCW 28B.10.528 provides as follows:

"The governing boards of institutions of higher education shall have power, when exercised by resolution, to delegate to the President or his designee, of their respective university or college, any of the powers and duties vested in or imposed upon such governing board by law. Delegated powers and duties may be exercised in the name of the respective governing boards";

BE IT THEREFORE RESOLVED, That under the provisions of RCW 28B.10.528 and under the provisions of the Higher Education Personnel Board Rules, the Board of Trustees of Central Washington University designate that person now holding or subsequently appointed to the position of President of Central Washington University as "Appointing Authority" for the purposes of employment, discipline or termination of any classified staff employee of Central Washington University and to delegate to that person now holding or subsequently appointed to the position of President of Central Washington University the powers and duties vested in and imposed upon the Board of Trustees of Central Washington University by the Legislature in RCW 28B.35.120 (2), to employ individuals as members of the classified staff of the institution, who, except as otherwise provided by law, shall hold their positions until discharged therefrom by the President or his designee for good and lawful reasons.

and

BE IT FURTHER RESOLVED, That under the provisions of RCW 28B.10.528 and under the provisions of the Higher Education Personnel Board Rules, the Board of Trustees of Central Washington University designate those persons now holding or subsequently appointed to any of the presidentially designated positions set out below as "Appointing Authority" for purposes of employment, discipline or termination of any classified staff employee under that person's immediate supervision; and delegate to those persons now holding or subsequently appointed to any of the presidentially designated positions set out below the powers and duties vested in or imposed upon the Board of Trustees of Central Washington University by RCW 28B.35.120 (2), to employ individuals as members of the classified staff of the institution in positions of employment under that person's

immediate supervision, who, except as otherwise provided by law, shall hold their positions until discharged therefrom by any of the persons now holding or subsequently appointed to any of the presidentially designated positions, set out below, of Appointing Authority, for good and lawful reasons and all actions taken pursuant to this resolution may be subject to the approval or disapproval of the President of Central Washington University.

IT IS FURTHER RESOLVED, That the following list shall constitute the presidentially designated positions to which the designation as "Appointing Authority" and the delegations of powers and duties set forth in this resolution are made:

- President
- Chair of the Faculty Senate
- Special Assistant to the President
- Vice President for University Relations and Development
- Director of Alumni Affairs
- Director of Community Relations
- Director of Affirmative Action
- Vice President for Student Affairs
- Director of Student Activities
- Associate Vice President for Student Affairs
- Assistant Vice President for Student Affairs
- Director of Health and Counseling Center
- Director of Career Planning and Placement
- Director of Financial Aid
- Director of Special Services/Educational Opportunity Program
- Provost and Vice President for Academic Affairs
- Dean of the School of Business and Economics
- Dean of the College of Letters, Arts & Sciences
- Dean of the School of Professional Studies
- Dean of Undergraduate Studies
- Dean of Graduate Studies & Research
- Dean of Extended University Programs
- Dean of Library Services
- Director of Instructional Media
- Dean of Admissions and Records
- Registrar
- Director of Admissions
- Associate Provost for Institutional Research and Assessment
- Vice President for Business & Financial Affairs
- Director of Computer Services
- Director of Facilities Planning and Construction
- Controller
- Business Manager
- Director of Business Services & Contracts
- Director of Physical Plant
- Director of Personnel & Benefits
- Director of Auxiliary Services
- Director of Housing Services
- Manager of Dining Services
- Manager, University Store

PROVIDED, That the President may, at any time, withdraw the presidential designation from any one of the aforementioned presidentially designated positions and shall notify the Board at its next regular meeting of such action; Provided, further, that any additions to the aforementioned list of presidentially designated positions must be approved by resolution of the Board of Trustees of Central Washington University.

BE IT FURTHER RESOLVED, that all actions taken pursuant to this delegation of powers and duties may be exercised in the name of the Board of Trustees of Central Washington University.

ADOPTED THIS 28th DAY OF October, 1988.

APPROVED:

By: Stefan Munn
Chair, Board of Trustees
Central Washington University

ATTEST:

Theresa J. Craig
Secretary to the Board of Trustees
Central Washington University

CENTRAL WASHINGTON UNIVERSITY
STATE OF WASHINGTON
BOARD OF TRUSTEES

RESOLUTION NO. 88-4

A resolution of the Board of Trustees of Central Washington University designating certain persons as authorities for contracting for, purchasing, and leasing services and personalty and delegating the Board of Trustees' powers and duties of such contracting for, purchasing, and leasing under RCW 28B.35.120, subsections (6), (7) and (9), to certain designated persons.

WHEREAS, effective May 6, 1971, RCW 28B.10.528 reads as follows:

"The governing boards of institutions of higher education shall have power, when exercised by resolution, to delegate to the President or his designee, of their respective university or college, any of the powers and duties vested in or imposed upon such governing board by law. Delegated powers and duties may be exercised in the name of the respective governing boards";

BE IT THEREFORE RESOLVED, That under the provisions of RCW 28B.10.528, the Board of Trustees of Central Washington University designates that person now holding or subsequently appointed to the position of President of Central Washington University as the authority for contracting for, purchasing, and leasing services and personalty for current operations of Central Washington University when such contracting, purchasing and leasing are in accordance with budgets approved by the Board of Trustees, and delegates to that person now holding or subsequently appointed to the position of President of Central Washington University by the Legislature in RCW 28B.35.120, Subsections (6), (7), and (9), to so contract, purchase, and lease; and

BE IT FURTHER RESOLVED, That under the provision of RCW 28B.10.528, the Board of Trustees of Central Washington University designates those persons now holding or subsequently appointed to any of the presidentially designated positions set out below as authorities for contracting for, purchasing and leasing services and personalty for current operations of Central Washington University when such contracting, purchasing, and leasing are in accordance with budgets approved by the Board of Trustees, and delegates to those persons now holding or subsequently appointed to any of the presidentially designated positions set out below the powers and duties vested in or imposed upon the Board of Trustees of Central Washington University by RCW 28B.35.120, subsections (6), (7), and (9), to so contract, purchase and lease, and all actions taken pursuant to this resolution may be subject to the approval or disapproval of the President of Central Washington University.

BE IT FURTHER RESOLVED, That the following list shall constitute the presidentially designated positions to which the designation as authorities

for contracting for, purchasing, and leasing services and personalty for current operations of Central Washington University and the delegations of powers and duties set forth in this resolution are made:

For purchases, purchasing contracts, and leases:

President
Provost and Vice President for Academic Affairs
Vice President for Business and Financial Affairs
Special Assistant to the President
Business Manager
Controller
Director, Business Services and Contracts
Purchasing Manager, and, at the Purchasing Manager's discretion,
Purchasing Department Buyers up to a maximum of \$500.00

For other selected contracts including, but not limited to instruction and research:

President
Provost and Vice President for Academic Affairs
Vice President for Business and Financial Affairs
Special Assistant to the President
Dean, Graduate Studies and Research

For selected contracting and purchasing activities as set forth below:

Dean, Library Services

Limited to purchasing and contracting for the acquisition of library books, films, pre-recorded tapes (audio and video), other audio records, and library subscriptions and periodicals.

Dean of Extended University Programs

Limited to contracting for space and personnel required to conduct the Central Washington University Extended Degree Programs, Continuing Education Programs, and Summer Session Programs.

Vice President for Student Affairs

Limited to contracting for entertainment activities for the Student Union and the Associated Students of Central Washington University, and to contracting to engage Central Washington University students in work study programs with public and private organizations.

Director of Student Activities

Limited to contracting for entertainment activities for the Student Union and the Associated Students of Central.

Director of Auxiliary Services

Limited to contracting between Central Washington University and occupants, or potential occupants of university housing and to purchasing and contracting for items for resale through the University Store.

Manager, University Store

Limited to purchasing and contracting for items for resale through the University Store.

Controller

In addition to the authority to execute purchases, purchasing contracts, and leases, as provided elsewhere in this Resolution, the Controller is delegated authority to execute contracts related to collection of funds due and payable to Central Washington University.

Director of Athletics

Limited to contracting with other colleges and universities for "Athletic Contest Agreements" when such do not require expenditure of Central Washington University funds, and to contracting for officiating services requiring expenditure of funds in amounts not to exceed \$150.00 per contract. This authority shall include the responsibility for maintaining files of such agreements in the Department of Physical Education in lieu of submission to the CWU central file of contracts.

Director of Computer Services

Limited to contracting for data processing equipment, software, and supportive services in accordance with the Data Processing Authority ADP Standard ST.02.011 and related policies and standards, including limitations, if any, as to the term(s) and acquisition cost ceiling(s) thereof which may be imposed from time to time by the Data Processing Authority.

For contracts for services only (does not include contracting to purchase goods) in amounts less than \$2,500.00, and which are written within the respective appropriate areas as designated below. Also delegated to the specified positions are authorities to ratify "after-the-fact" purchase requisitions for both goods and services when such ratification is found by the appropriate dean to be in the best interest of Central Washington University, and when ratification will not violate Washington State Purchasing Law by circumventing competitive bidding requirements, the receipt of

competitive quotations, or the Minority and Women's Business Enterprises purchasing law: Chapter 39.19 RCW and Chapter 326 WAC.

Dean, College of Letters, Arts and Sciences
Dean, Admissions and Records
Dean, School of Business and Economics
Dean of Extended University Programs
Dean, Graduate Studies and Research
Dean, Library Services
Dean, School of Professional Studies
Vice President for Student Affairs
Dean, Undergraduate Studies

Provided, that the President may, at any time, withdraw the presidential designation from any one of the aforementioned presidentially designated positions and shall notify the Board at its next regular meeting of such action; provided, further, that any additions to the aforementioned list of presidentially designated positions must be approved by resolution of the Board of Trustees of Central Washington University.

BE IT FURTHER RESOLVED, That all actions taken pursuant to this delegation of powers and duties may be exercised in the name of the Board of Trustees of Central Washington University.

ADOPTED THIS 28th day of October, 1988.

APPROVED:

BY:

Stanley M. Munn
Chair, Board of Trustees
Central Washington University

ATTEST:

Harold J. Craig
Secretary, Board of Trustees
Central Washington University